

DUTY STATEMENT

Classification: Associate Energy Specialist (EFF)	Position No. 4400-4938-
CBID: R10	Office: Local Assistance and Financing
Date Prepared: December 5, 2014	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Local Assistance and Financing Office of the Efficiency Division. The incumbent will independently perform responsible, varied and complex technical and analytical work supporting the Energy Efficiency and Conservation Block Grant (EECBG) Program, Energy Conservation Assistance Act (ECAA) and the State Energy Program (SEP).

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 35% Independently perform technical and analytical work to support the Energy Efficiency and Conservation Block Grant (EECBG) Program, Energy Conservation Assistance Act (ECAA) and the State Energy Program (SEP). Work with staff, applicants and contractors to assist in evaluating projects submitted by municipal, county, and eligible partnerships for state or federally funded loans and grants under EECBG and/or SEP funding. (E)
- 35% Manage grants, loans and contracts. As grant/loan/contract manager, responsibilities will include preparing documents, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 20% Provide technical and administrative assistance to interested government, public agency, and other organization when needed. Review of subject matter technical analyses and evaluations of proposed energy efficiency grants through the Energy Efficiency and Conservation Block Grant Program, State Energy Program or ECAA. (E)
- 5% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)



SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div><div>Vacant</div><div>Associate Energy Specialist (EFF)</div></div> <div><div>Date</div></div>	<div></div> <div><div>Deborah Godfrey</div><div>Energy Commission Supervisor II (EFF)</div></div> <div><div>Date</div></div>